



About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: Chief Talent Officer

REPORTS TO: Chancellor

SUMMARY of POSITION:

The Chief Talent Officer will lead the Education Achievement Authority's human capital efforts, ensuring that the organization is attracting and retaining top talent while also creating opportunities for growth and professional development. Working closely with the instructional, legal and operations/finance teams, this individual will be responsible for identifying and implementing best practices in talent management as well as serving as in-house expert and counselor on all talent-related issues.

PRIMARY DUTIES AND RESPONSIBILITIES:

The person filling this position will assume responsibility for providing leadership, direction and supervision to the human capital functions of the school system which will also include the following:

- Develop a robust performance management strategy for central office staff tied to quantitative and qualitative organizational goals
- Collaborate with managers throughout the organization to help define, establish, and communicate annual goals for team members; ensure that managers are tracking progress against goals

- Support a culture of continuous learning, ensuring that staff have access to continued professional development training and opportunities for growth
- Identify and lead any organizational culture changes necessary to ensure a consistently high-performing organization, particularly during a period of change
- Ensure the continued development of a culture that embraces diversity at all levels, managing formal and informal programs to promote a thoughtful, nuanced approach across the organization
- Develop a proactive employee relations plan and strategy; implement processes to gather staff feedback, resolve staff concerns, and actively investigate staff issues
- Manage the recruitment of all full- and part-time hires for the district (including central office and school-based roles) by implementing creative, cost-effective strategies for attracting and selecting diverse, high-quality talent
- Draft and promote job descriptions that are both compelling and clear
- Screen and assess candidates for fit with organizational culture and with the specifics of the roles
- Lead development of interview guidelines, evaluation tools, and assessment procedures to ensure that all managers are equipped with the necessary resources to hire high-performing staff
- Select and collaborate with external partners as necessary to ensure a broad and diverse candidate pool as well as an efficient and timely hiring process
- Design a comprehensive on-boarding process that fully introduces and integrates new staff members into the culture at the Education Achievement Authority
- Direct the day-to-day support for employees with inquiries regarding benefits, payroll, and other employment issues
- Optimize and manage HR systems, processes, and workflows, ensuring that they are designed to ensure accuracy and excellent customer service
- Collaborate with accountability and operations teams to implement an HR data infrastructure that enables efficient access to information and supports the district's ongoing operational and instructional goals
- Oversee external vendors to ensure that benefits, payroll, and other aspects of the district's human resources infrastructure operate with both exceptional accuracy and a strong customer service orientation

- Manage all labor and employment compliance issues, working closely as necessary with outside legal counsel

EDUCATION AND EXPERIENCE:

Minimum qualifications include:

- 5+ years of experience leading one or more core human capital functions (e.g., talent acquisition, professional development, performance management); experience within a high-performing organization preferred
- Exceptional project management and execution skills with a track record of developing and implementing new or improved systems and processes
- Strong communication skills with an ability to articulate a clear and compelling vision and lead others to implement it
- Exceptional interpersonal skills, with the ability to develop productive working relationships across a wide variety of individuals and groups, both internally and externally
- Ability to coach and mentor direct reports, peers, and executives on sound talent management practices; track record of driving organizational results by coaching and mentoring
- Entrepreneurialism and resourcefulness, with the ability to deliver results in a deadline-driven, complex environment
- Exceptional strategic thinking and problem-solving skills, with the intellectual depth and maturity to work with the Chancellor, other cabinet, staff, and Board members
- Commitment to ensuring that all students have access to high quality educational options
- Bachelor's degree required; Master's preferred

FILING DEADLINE: Posted until filled

SALARY: Commensurate with experience

LENGTH OF WORK YEAR: Twelve (12) Months

EFFECTIVE DATE: Immediately

METHOD OF APPLICATION: All interested candidates should submit a letter of application

and current resume to:

David Donaldson

Education Achievement Authority of Michigan

300 River Place, Suite 3600

Detroit, Michigan 48207

By E-mail to ddonaldson@eaaofmichigan.org